

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 1866

**TITLE:** PROGRAMMER ANALYST II

**GRADE:** S-25

**DEFINITION:**

Under general supervision, performs development and maintenance programming tasks (utilizing multiple platforms, languages, and databases and/or utilizing software packages); develops and interprets user requirements into logical specifications; designs, codes, tests, and debugs programming assignments; works with the user to determine requirements for minor modifications and enhancements to existing systems; works with more experienced programmer/analysts in more complex assignments or when working with new technologies; and performs related work as required.

**DISTINGUISHING CHARACTERISTICS OF THE CLASS:**

This is journey or full performance level programming work with limited systems analysis work.

It is distinguished from the Programmer/Analyst I by the performance of work that is more technically complex and varied. For example, a Programmer/Analyst I modifies existing code and a Programmer/Analyst II develops new code to meet user requirements. The Programmer/Analyst III class is distinguished from the Programmer/Analyst II level by duties which include serving as a lead programmer and performing complex programming on new applications or complex enhancements.

**ILLUSTRATIVE DUTIES:**

Reviews and performs program coding and testing;  
Interprets and translates program specifications into code;  
Tests and implements code changes in programs;  
Debugs code;  
Writes programs from user determined specifications.  
Provides support for information systems;  
Troubleshoots problems as needed;  
Reviews production jobs to verify successful completion;  
Researches, analyzes, and implements changes to correct production problems;  
Designs system inputs, outputs, work flow processes, and technical and functional specifications;  
Coordinates and reviews/analyzes test results and participates in data conversion;  
Develops test data and executes appropriate testing procedures;  
Reviews and updates systems documentation;  
Develops and modifies prototypes and computer procedures to automate processes and produce required outputs;  
Maintains production systems, files, and job results;  
Performs limited analysis, system design, and/or computer program design for selected systems;  
Provides technical assistance and training to systems users;  
Confers with users to determine program acceptability and system requirements;  
Provides analysis and documentation for programming;  
Monitors program development, detects, analyzes, and solves systems and programming

problems;

Coordinates implementation of system with users and operations personnel;

Provides technical assistance to user departments;

Monitors and evaluates effectiveness of installed systems;

Tests, evaluates, and debugs software systems prior to installation;

Assists in preparation of procedural manuals and documentation for system users;

Provides assistance to other staff as needed;

May provide training, guidance, and assistance to less experienced programmer/analysts.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of multi-platform or mainframe computer languages, programming principles and practices, and desktop software packages;

Knowledge of information processing techniques and systems analysis;

Knowledge of the capabilities and operating requirements of various computer platforms functioning in centralized, distributed, client server and stand-alone environments;

Knowledge of computer programming practices necessary for developing programs for computers;

Knowledge of data and process diagramming, and modeling and procedural report writing;

Ability to plan, organize, and conduct systems analysis and to evaluate administrative processes and procedures;

Ability to efficiently monitor program development and thoroughly document necessary system modifications and enhancements;

Ability to assist users in solving systems and programming problems;

Ability to train subordinate technical workers and to plan, assign, and review their work;

Ability to establish and maintain effective business relationships;

Ability to prepare clear, detailed programs of instruction of a highly complex nature for efficient machine utilization;

Ability to write comprehensible user system documentation;

Ability to communicate with users and translate technical matters into understandable terms;

Ability to assist users in solving operational problems related to information processing;

Ability to train and provide support to computer users.

**EMPLOYMENT STANDARDS:**

Any combination of education, experience and training equivalent to the following:

Possession of an associate's degree in computer science, or related field; PLUS

Three years' programming/analysis experience; OR

Possession of a bachelor's degree in computer science, or closely related field; PLUS

One year of programming/analysis experience in a complex information systems environment.

**CLASS CODE:** 1866

**TITLE:** PROGRAMMER ANALYST II

**GRADE:** S-25

Page 3

**CERTIFICATES AND LICENSES REQUIRED:**

None.

ESTABLISHED: May 24, 1999